- ## 2018 Training Schedule
    - o Coming soon – will be available on HR website and in KELMS

- ## Required trainings for new employees
    - o Accurate Time Reporting, Security Awareness, Executive Branch Ethics

    KY-HR Policy and Procedure Publication – Issue 5-2017:
    Training Required for New Hires
    As listed on the Employee Onboarding/Orientation Checklist, all new hires must complete the following online courses, in addition to any agency specific training: Accurate Time Reporting, Security Awareness, and Executive Branch Ethics*. Previously, links to these online courses were readily available on the Personnel Cabinet website under Resources/Training and Development-Employee/HR Courses. To ensure training is tracked properly within KELMS, we have updated that page to direct employees to their training coordinators, to be registered for those courses through KELMS instead. For those that require this training for their contractors, who cannot access KELMS, we have left links available at the bottom of that same page, though please note that the ethics training is no longer available there.

    *Please note that the *Overview of Executive Branch Ethics* training has been replaced *by Executive Branch Ethics.* It is still available as an online course through KELMS and provides a more in-depth review rather than an overview. Employees who took this last year as part of the 2016 annual training requirement do not need to retake this new version of the course; however, all new employees do need to take it during onboarding.

- ## KHRIS Employee Self-Service (ESS) Tutorials
    - o Updated due to new features and functionality
      https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx
      Overview: Click to view the tutorial that provides instruction for each ESS feature.

- ## COS Training
    - o Level 1 & 2 - online prerequisite and classroom course
    - o Level 3 & 4 – online course
    - o Required for new user access

    KY-HR Policy and Procedure Publication – Issue 9-2017:
    COS Training in KELMS
    The training courses for the Career Opportunities System (COS) were recently updated to reflect a change in processes. The COS online courses for Agency Level 1 and 2 Users, Agency Level 3 Users and Agency Level 4 Users are now available in KELMS.

    Current Users - All current agency level users are encouraged to complete the updated online COS course specific to their assigned agency user type.

<u>New Users</u> - For new users to gain initial access to COS, a user must complete the Information, Security, Training, Education Policies/Procedures (iSTEP) training. Upon completion, the Agency Security Contact (ASC) may submit the user access request for COS, understanding that the user must complete the course requirement(s) specific to their assigned agency level user type within 30 days of gaining access to COS.

As a reminder, the prerequisite online course COS Basics of Navigation for Agency Level 1 and 2 User Types must be taken through KELMS prior to registering attendees for the COS Agency Level 1 & 2 User Types ILT course. Please note new COS Agency Level 1, 1 eLink, 2 and 2 eLink Users are required to attend the ILT class. Agencies are responsible for ensuring and tracking compliance to these training requirements. Training Coordinators and Instructors will receive notification with additional information regarding registration for these courses in KELMS.

For more information regarding the requirements for COS courses, please visit the Personnel Cabinet website. Information is available under Resources/Training and Development/Human Resources Staff- COS. If you have any questions regarding COS training, please email PersRB@ky.gov for assistance.